Purpose

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Employee Self-Service (ESS) enables employees to perform their own administrative tasks in support of life and work events.

The **Leave Request** service is located in the 'My Working Time' workset in ESS. Employees will use this service to submit a leave request and record all absence times (such as, Annual Leave, Sick Leave, Comp Time, LWOP, FMLA, Military Leave, etc). Employees will not enter absences into the time sheet. All absence hours will be entered in the **Leave Request** service in ESS.

Employees can enter leave time retroactively up to 30 days. In the event of unplanned absences (e.g. illness), the employee is still required to enter their leave time into the **Leave Request** system when they return to work (or notify their Leave Administrator to enter it for them). There are no restrictions for entering leave into the future . However, it is at the manager's discretion whether to approve it far in advance. The Leave Request process will help managers/supervisors manage their team and staffing requirements.

Leave Request Approvals - Once the leave request is entered into ESS, it will be available for your manager to approve it in MSS. Note: After the leave request is approved, it can still be changed by the employee in ESS. Employees will need to make the applicable changes (Dates, Hours, or Absence Type) and re-submit it for approval again.

Leave Request Rejections - Managers have the option to reject the employee's leave request. If an employee has an email address in the system, the employee will receive an automated notification informing whether the leave request has been approved or rejected. The employee can also monitor the status of a leave request in ESS (via the 'Show Overview of Leave' option). In the instance of a rejected leave request, the employee will need to resubmit it or delete it in ESS.

Trigger

Employees will use this service in Employee Self-Service (ESS) to submit a Leave Request to their manager/supervisor for approval and record their absence times.

Prerequisites

- A MySCEmployee portal user ID.
- ESS users must have an employee master record (e.g. a personnel number) in SAP with an active Communications Infotype record (IT0105).
- Applicable roles and authorizations (portal and SAP).

Menu Path

Use the following menu path(s) to begin this transaction:

- MySCEmployee Portal ➔ ESS ➔ My Working Time ➔ Leave Request

Transaction Code

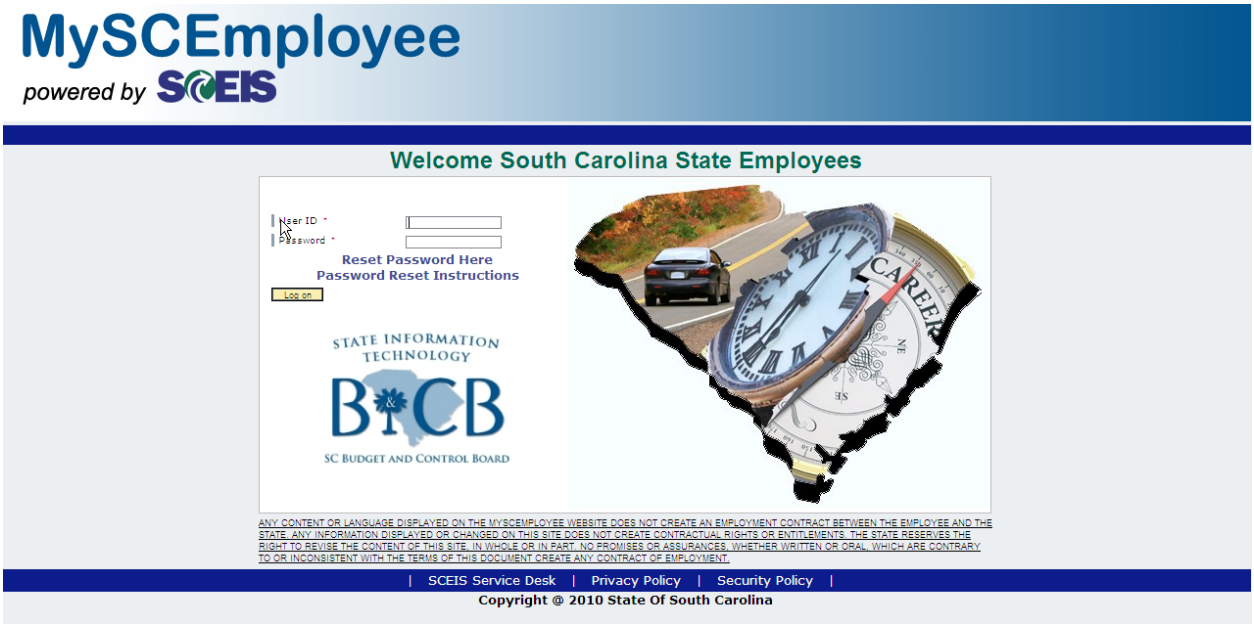
- ESS

Helpful Hints

- Always navigate within the MySCEmployee portal (utilize the tabs, links, etc.). Do not use the 'Back' and 'Forward' buttons on the Internet Explorer (I.E.) toolbar, as they can give atypical results.

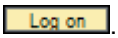
Procedure

1. Start all ESS application by logging on to the MySCEmployee Portal:



2. As required, complete/review the following fields:

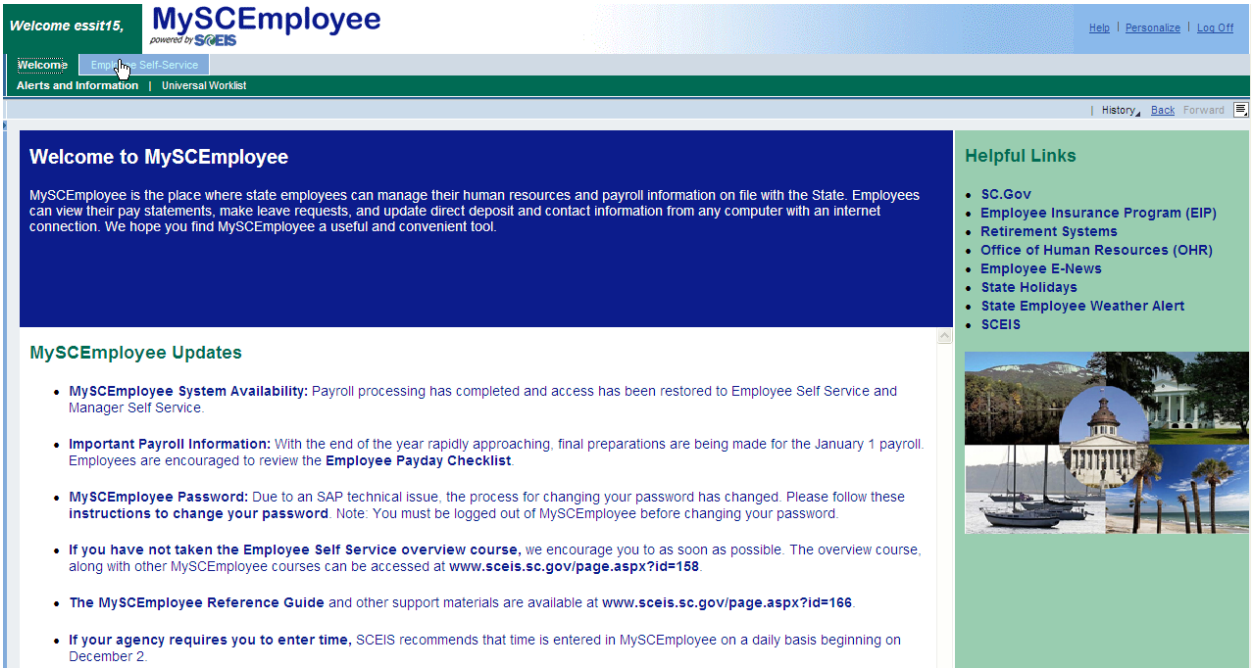
Field	R/O/C	Description
User ID *	R	The MySCEmployee Portal User ID.
Password *	R	The employee's password.

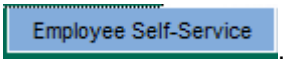
3. Click the Log on button  .

After the user is logged on, the tabs on the main page will vary by user, depending on their roles and authorizations. For example, only managers will see a tab for Manager Self-Service (MSS) when they log on to the MySCEmployee portal.

When using web applications that maintain or create data, always ensure you leave the application (or log off) when you complete your work. This will prevent record locking.

4. After logging on, the user will be defaulted to the MySCEmployee Home Page.



5. Click the Employee Self-Services tab 
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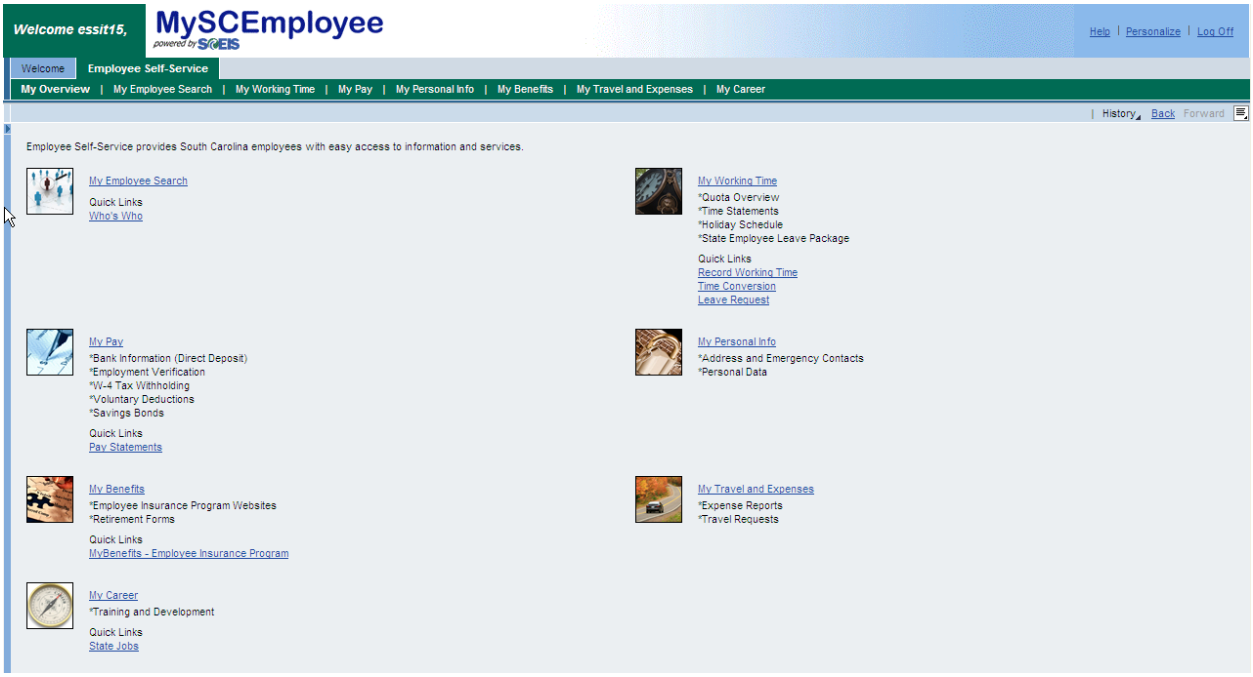
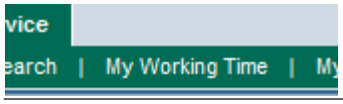
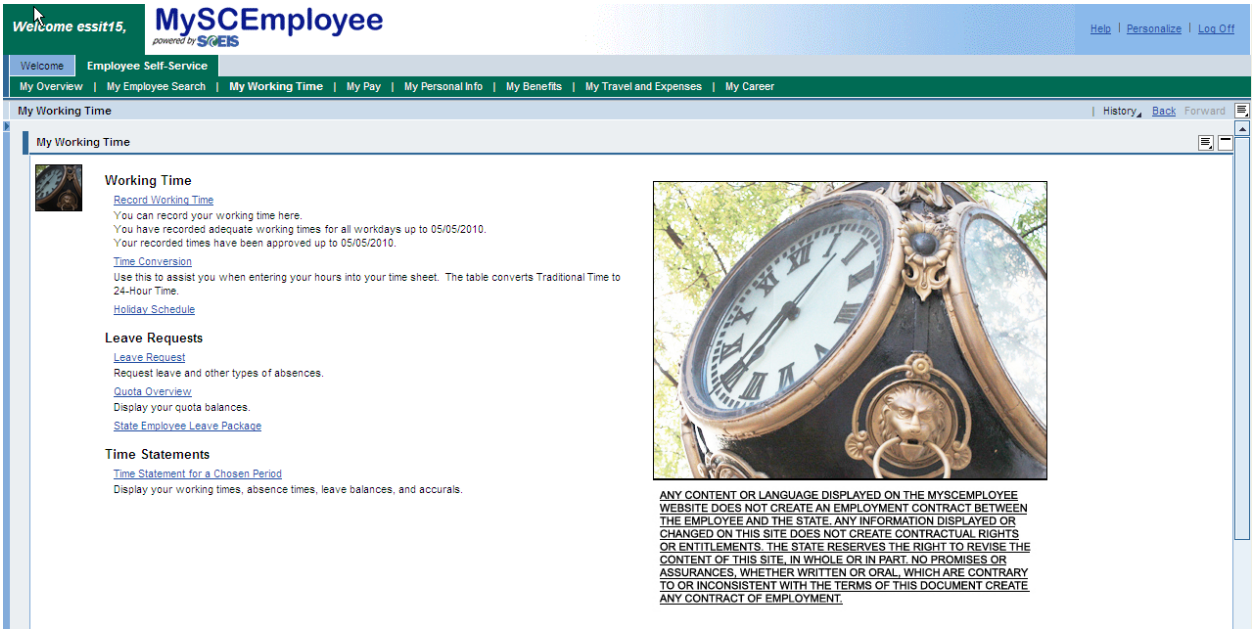


The **My Overview** page shows all the available worksets in ESS. A workset is a grouping of web applications based on a functional area (e.g. Benefits, Pay, Time Management, etc.).

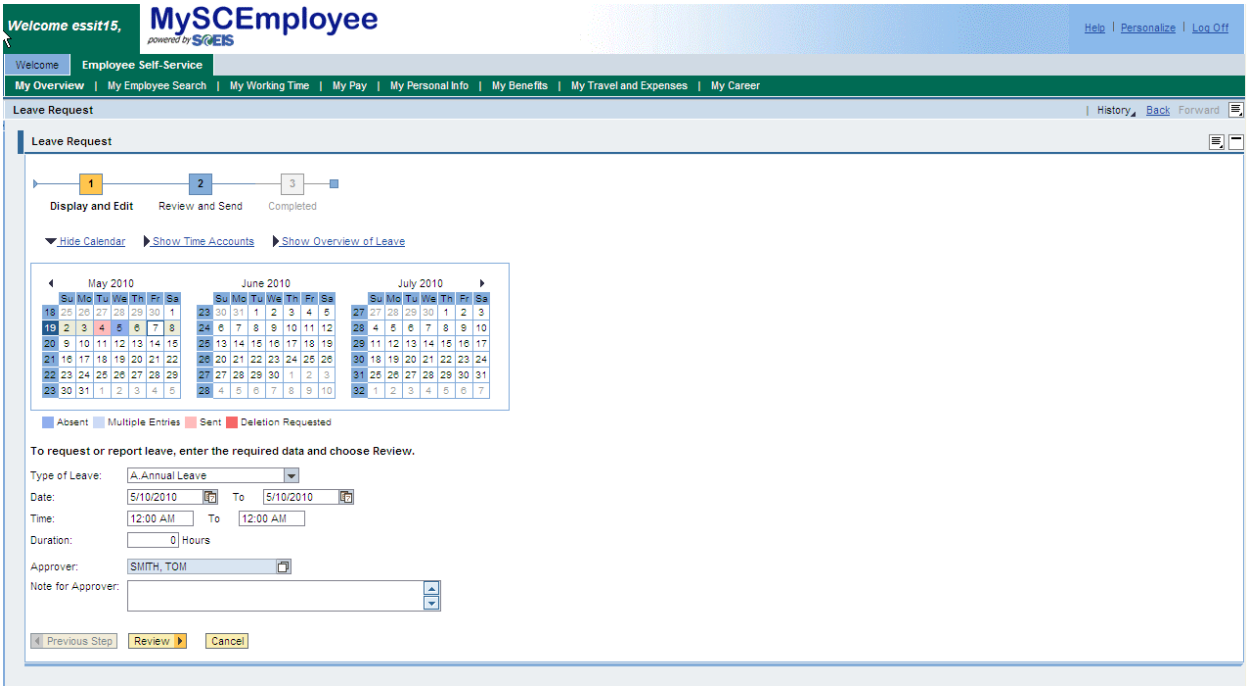
6. Users can go to the next level of navigation, (the area page), by selecting the workset in three possible actions. Also, a user can select a Quick Link to go directly to a service. Select a workset or quick link by performing one of the following functions:

Activity	Notes
	Select the workset **TAB**. The workset tabs are located below the main ESS tab.
	Click the **ICON** for the workset.
My Working Time	Click the main **LINK** for the workset.
Leave Request	Click the Quick **LINK** to go directly to Leave Request service (page).



If you select the Leave Request quick link, skip to step 8. Quick links take you directly to the service which bypasses the My Working Time main page.

7. To go to the **Leave Request** service, click the link Leave Request .



8. Perform one of the following:

To	Go To
Create a new Leave Request.	Step 9
Change (or delete) an existing Leave Request.	Step 16

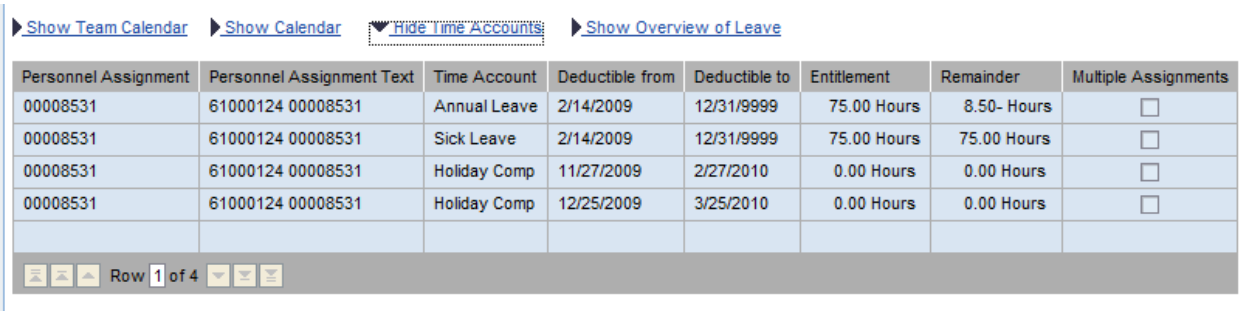
The Leave Request overview will default to a main Calendar, but has three headers that can be displayed:

- Calendar (Default)
- Time Accounts
- Overview of Leave

The Calendar days are color coded to indicate the status of the employee's leave requests:

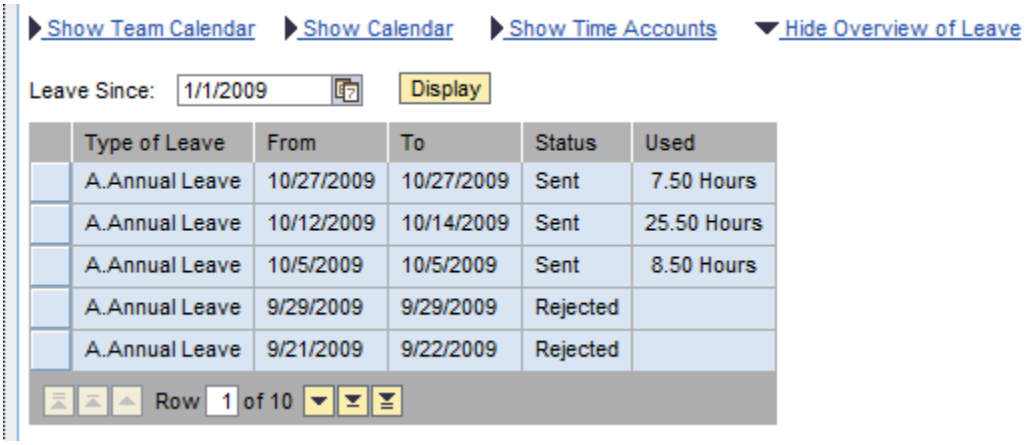
- Absent - Blue indicates a scheduled (i.e. approved) absence.
- : Multiple Entries - Light Blue indicates a pending leave request that includes more than one absence type on a one work day (for example, 4 hours of Annual Leave and 4 hours of Comp Time).
- Sent - Pink indicates a pending leave request waiting to be approved or rejected by the manager.
- Deletion Requested - Red indicates a previously rejected leave request. The action is on the employee to either delete the request or resubmit it.

8.1. Click Show Time Accounts .



Employees can view their leave balance quotas to assist in planning time off.

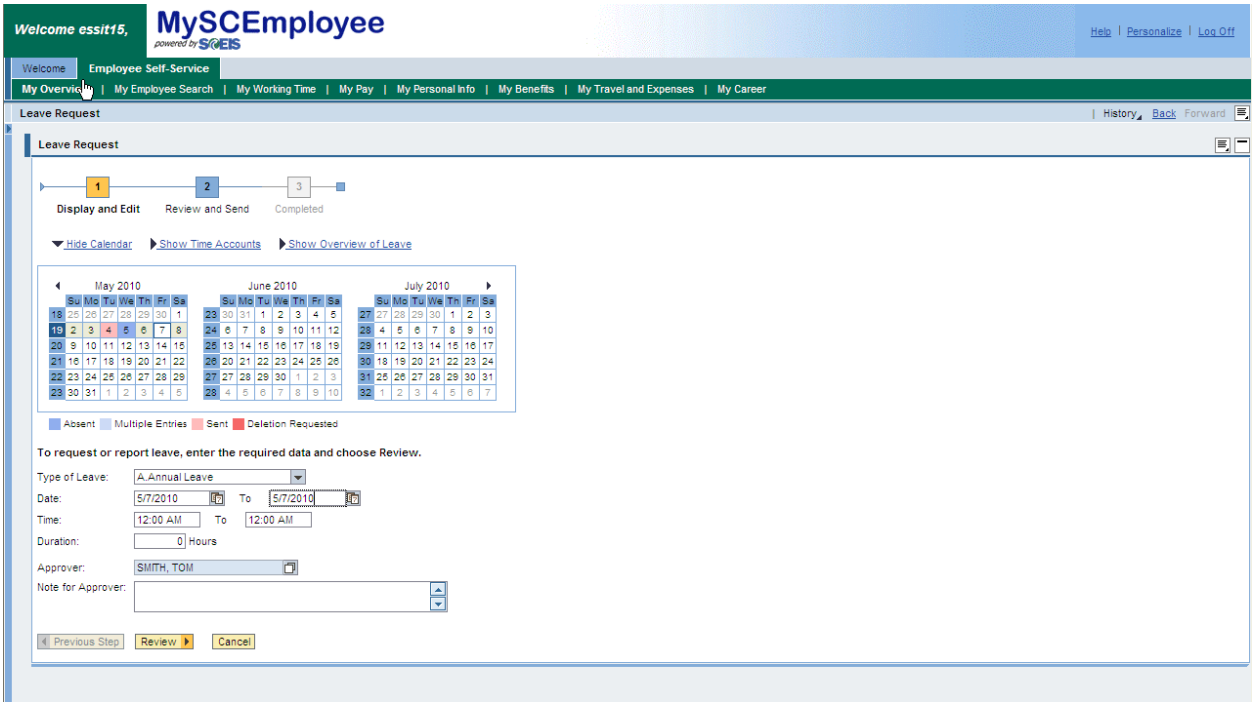
8.2. Click Show Overview of Leave .



The Overview of Leave section shows the status of all the employee's leave requests. The 'Status' column indicates the status of the leave request. Note: This is the only area employees have visibility whether their request was Approved or Rejected. After sending a request, employees should return to check on the status.

This is also where the employees will maintain (change, re-send, or delete) their leave requests. To maintain a request from the Overview list, select a row. The lower portion of the screen will open the same fields as when creating a new request. Follow the same steps as when creating a new request (follow next steps).

9. To submit a new Leave Request, input the applicable data at the bottom of the screen:



The employee's direct supervisor will default as the approver. If an employee's direct supervisor is out of the office, an employee can select a manager/supervisor in his/her chain of command by clicking the following button

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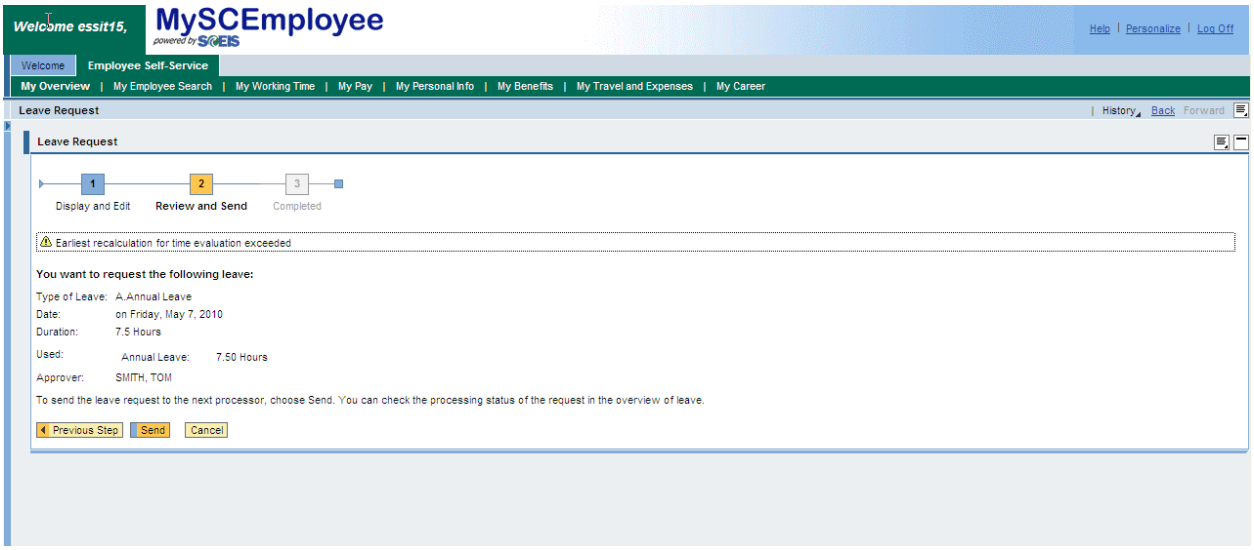
10. As required, complete/review the following fields:

Field	R/O/C	Description
Type of Leave	R	From the drop-down, select the Absence Type for the leave request.
Date	R	Enter the date range for the leave request. Note: If full days are being requested, you do not have to also add Times or Hours. The total hours will be automatically calculated using your work schedule.
Time	O	If you are requesting time off for a specific time (e.g. 3:00PM to 5:00PM), enter the start and end times for the leave request. The total hours will automatically be calculated. Note: See note for Date. Using the Time fields are only used when taking a partial day off. For example, if leaving two hours early on a day.
Duration	O	Enter the amount of hours for the leave request.

		Note: See notes for Date and Duration. Using the Duration field is primarily used when taking a partial day off. For example, if leaving two hours early on a day.
Approver	R	The employee's direct report manager or supervisor will default. This is the person who will receive the Leave Request and will approve or reject it. NOTE: You may select another manager or supervisor in your chain of command if your manager/supervisor is absent. Use the following button to select another approver
Note for Approver	O	Enter any additional text for the Approver to see to assist with approving the Leave Request.

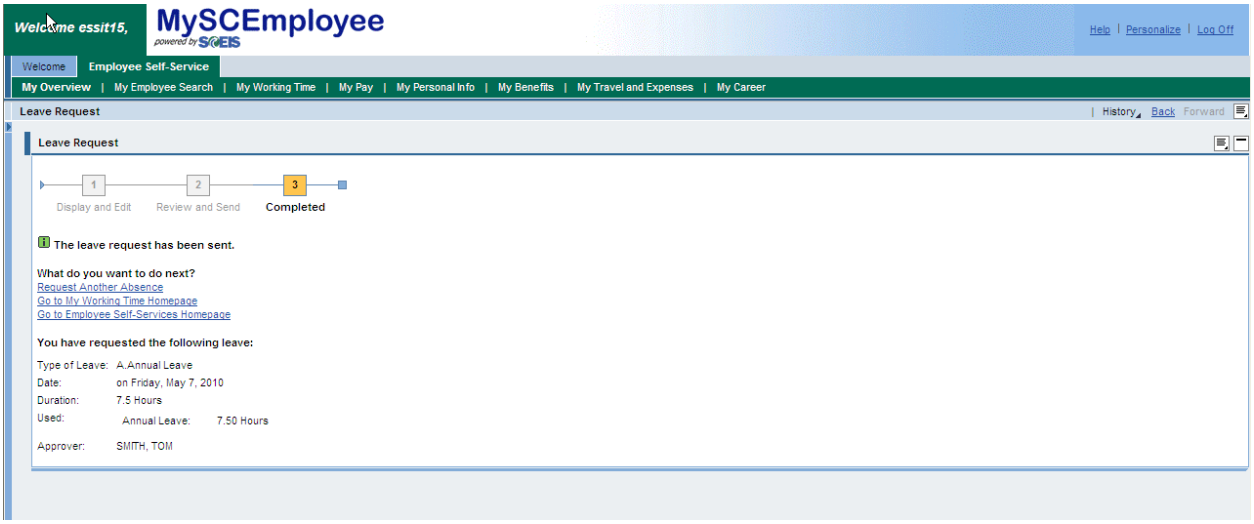
11. Click Review.



12. Perform one of the following:

If	Then
You do not want to send the Leave Request and wish to navigate back to the previous screen to make edits.	Click Previous Step
You want to send the Leave Request to the approver.	Click Send
You want to cancel all activity in the Leave Request service and navigate back to the My Working Time area page (note: the leave request will not be send/saved).	Click Exit

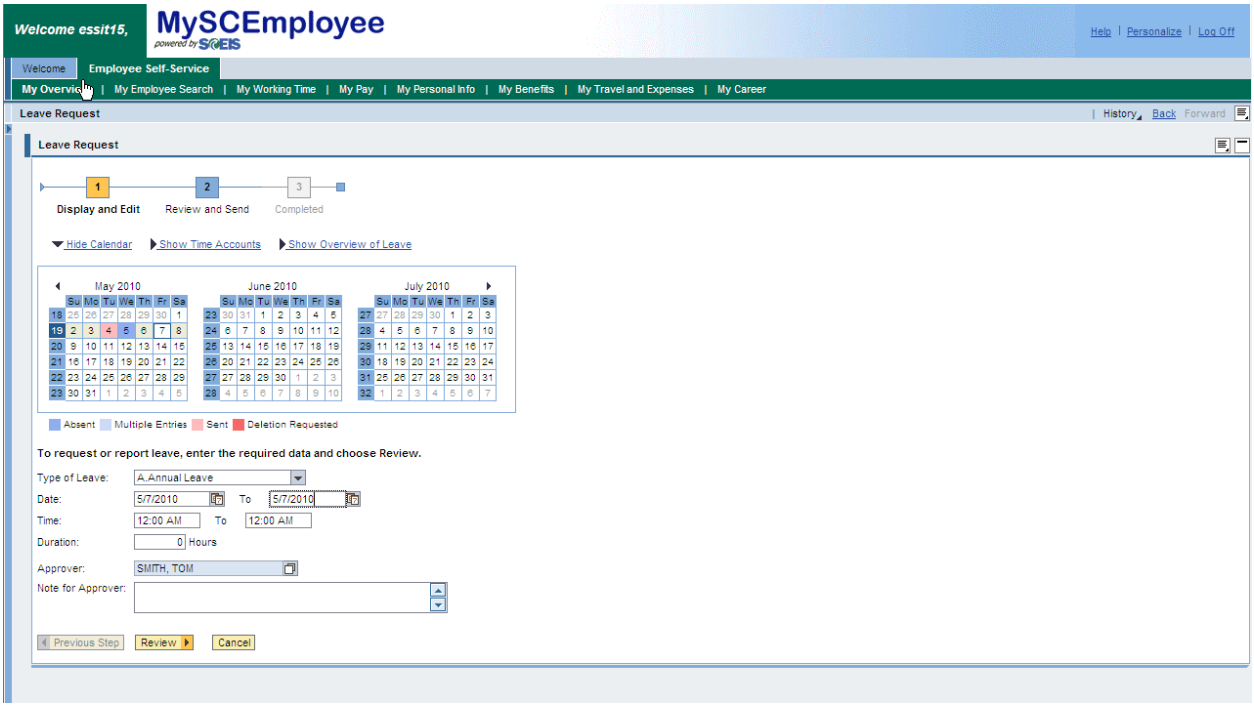
13. For the purpose of this exercise, click Send.



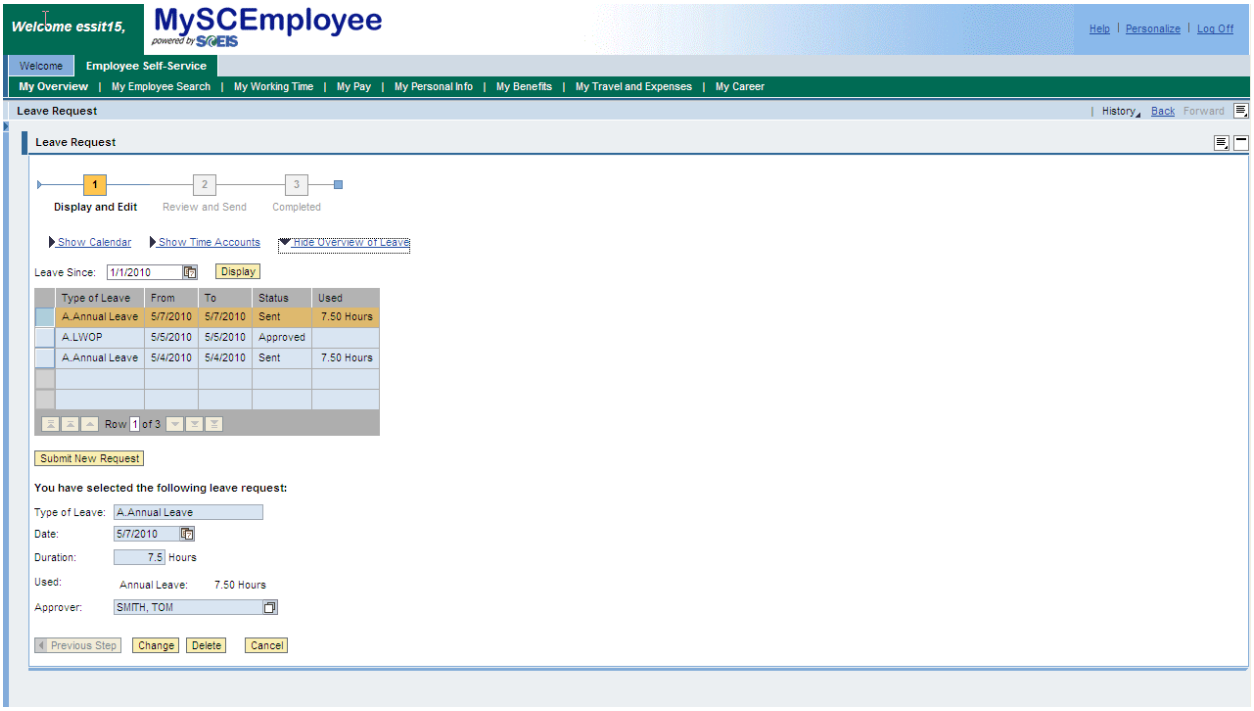
14. Perform one of the following:

If	Then
You want to navigate back to the Leave Request initial screen to request another absence or change an existing absence.	Click Request Another Absence
You want to navigate back to the My Working Time overview page.	Click Go to My Working Time Homepage
You want to navigate back all the way back to the main ESS Overview page.	Click Go to Employee Self-Services Homepage

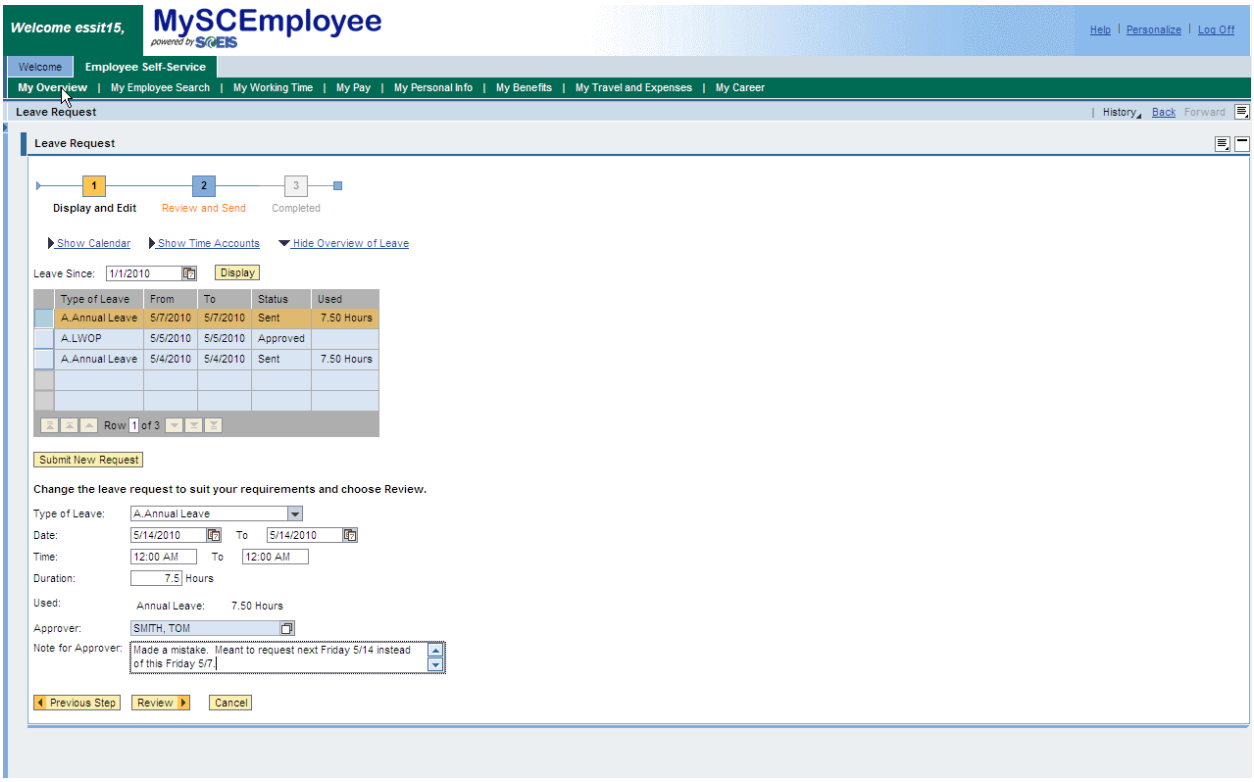
15. For the purpose of this exercise, click Request Another Absence .



16. To Change an existing Leave Request, click Show Overview of Leave . Select the leave request to be changed from the Overview table. The lower portion of the screen will display the details of the leave request record.



17. To change an existing record and re-submit it to your manager, click Change. The lower portion of the screen will open for edits to the leave request:



18. Update the fields as instructed in the previous steps to change the Leave Request. Click Review then click Send to re-submit the request to your manager.

A rejected Leave Request can also be DELETED if you do not wish to re-submit it.

A Leave Request can be CHANGED or DELETED after it was approved. However, it will be re-submitted for approval again to your manager.

Result

You submitted a Leave Request.